

Welcome to the U.S. Army Installation Management Command Freedom of Information Act Requester Service Center

The Freedom of Information Act (FOIA) provides that any person has a right, enforceable in court, to obtain access to federal agency records, except to the extent that such records (or portions of them) are protected from disclosure by one of nine exemptions or by one of three special law enforcement record exclusions.

What is a FOIA Request?

A FOIA request is a written request for Department of Defense records, made by "any person", including a member of the public (U.S. or Foreign citizen), an organization, or a business. Requests may also be made through an attorney or other representative on behalf of "any person". Please refer to "A Citizen's Guide to Request Army Records" accessible from the menu on this page for information on submitting U.S. Army FOIA requests.

Where to Submit Your FOIA Request

The Administrative Services Division, Human Resources Directorate, United States Army Garrison, Fort Myer, is the primary contact for FOIA requests pertaining to records maintained by the Fort Myer (to include Fort McNair).

Only FOIA requests for records pertaining to the Fort Myer and Fort McNair should be submitted to the address below.

By Mail: Send written requests to:
Administrative Services Division ATTN: FOIA Officer
Human Resources Directorate
United States Army Garrison, Fort Myer
204 Lee Avenue, B-12
Fort Myer, VA 22211

By Email: FOIA requests can also be sent by email to susan.mitchell2@conus.army.mil . Please place "FOIA Request" in the subject line of your email.

Hours of Operation: Hours of Operation are 0800-1500 Eastern Time Monday-Friday.

What is a FOIA Requester Service Center?

In accordance with Executive Order 13392, "Improving Agency Disclosure of Information," FOIA Requester Service Centers were established to serve as the first place FOIA requesters may contact to seek information concerning where and how to submit a FOIA request. If you are not sure to which agency to submit your request, you should refer to the DA FOIA Requester Service Centers, accessible from the menu at www.imcom.army.mil, to determine where best to submit your FOIA request.